TEACHING GRANTS COMMITTEE MEETING

August 30, 1996 @ 3:00 p.m.

Don Sexauer opened the meeting at 3:00 with greetings from the Faculty Senate.

Dave Lawrence presided over the meeting introducing new Vice Chancellor Richard Ringelsien. Vice Chancellor Ringelsien commented on his visit as an exploratory venture with the charge of determining: 1) what are committees all about, 2) to meet more people on campus, and 3) to consider the charge of committees. Vice Chancellor expressed efforts put forth to make Dot Clayton's office "a real office." Finally, the Vice Chancellor extended support from his office and suggested that assistance would be available if requested.

Dave Lawrence conducted election of new officers:
Celeste Winterberger - Chairperson
Mary Jackson - Vice Chair
Sherry Ginn - Secretary

Old Business: Progress Reports - The issue of making the progress reports available to the committee members for evaluative purposes was discussed at length. The need to have progress reports available is to be able to compare performance and review the grantees accomplishments as delineated by their goals when they requested funding. Celeste Winterberger gave background history on the functioning of the committee as it relates to progress evaluations. It was emphasized that the committee has never in the past looked at evaluation plans, have not considered if budget money was used, and has not even considered if the grantees successfully completed the projects that were funded. The goal is to change these gaps in the committee process and have an explicit follow up plan. In an attempt to improve on the committee process, the following plan was adopted for future grants: 1) the chair person will initially screen all grants to determine if basic format guidelines are met (e.g., doubled-spaced, appropriate number of pages, budget included, abstract included, etc.), 2) the committee will meet to determine together which proposals are inappropriate, 3) individual review of all proposals by individual committee members, and 4) committee review of all proposals.

September 11, 1996 @ 8:30 a.m.Mendenhall a subcommittee (Celeste Winterberger, Jean-Luc Scemama, Sherry Ginn, Mary Jackson) will meet with faculty interested in submission process.

Proposals will be due in on October 1, 1996. Committee members should pick up proposals on October 4, 1996. The committee will meet on October 25, 1996 @ 3:00 p.m. All committee members should keep the following dates clear as possible meeting dates: November 1, November 8, and November 15, 1996. Final decision on proposals will be needed by November 22, 1996.

Committee members were reminded to check E-Mail addresses on the Teaching Grants Committee Roster and make corrections with Lori.
Meeting was adjourned at 4:30 p.m.

Respectfully Submitted by:
Mary S. Jackson, Secretary